JI CORE Unit 6.0

REPORT WRITING

San Diego County Probation

Unit 11.0 Report Writing

Major Types of Reports

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Unit 11.0 Report Writing

Uses of Major Types of Reports

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Reference Material – Resources:

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Information Gathering and Note-Taking

Interviewing Techniques

Taking Notes

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Structure and Elements of Reports

Components of Institutional Reports

Report Writing - Mechanics

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Jargon to Avoid

- Write how you talk

- Avoid Police or Probation Jargon
  - Jargon: Technical language that may not be understood by non-probation staff.

Describing a Critical Incident

- Write exactly what you did
- Be objective
- Be neutral
- Explain what happened with facts
What are some things that should be done after writing an incident report and before turning in the report?